

## SKILLS SURVEY

This assessment is to assist you in evaluating your and/or your staffs' technical skills in anticipation of CM/ECF training. If you find a need for additional training it is requested that you receive it before you schedule with the Bankruptcy Court for your CM/ECF training.

### Part I - Windows Operating Systems

Rate your level of comfort with each of the areas below:

	No Knowledge	Familiar With	Skilled
1. Using and understanding terms like: desktop, minimize, maximize and folders	1	2	3
2. Multitasking - having several applications open at once	1	2	3
3. I can move and resize windows	1	2	3
4. I can create new folders	1	2	3
5. I can retrieve/delete files and folders	1	2	3
6. I can use the Windows Help feature	1	2	3
7. I understand the different login screens	1	2	3
8. I understand the functions of the different network drives	1	2	3
9. I use both the left- and right-button functions of my mouse	1	2	3
10. I can switch between various windows/tasks without minimizing them	1	2	3
11. I can cancel a program that's not responding by using Ctrl-Alt-Del	1	2	3
12. I understand the difference between files and folders	1	2	3
13. I can tell if a program is running even when I'm not currently using it	1	2	3
14. I know the purpose of a path and file extensions	1	2	3
15. I can use a scroll bar	1	2	3
16. I know how to get into Windows Explorer	1	2	3
17. I can use Windows Explorer to navigate between folders and to find files	1	2	3
18. I can copy/delete/move files	1	2	3
19. I know how to create/delete directories	1	2	3
20. I can organize and sort files in a directory	1	2	3
21. I can change my default printer	1	2	3
22. I can arrange/rearrange the icons on my desktop	1	2	3
23. I can scan a floppy disk for viruses	1	2	3

## **Part II - Applications**

### ***Word Processing:***

How comfortable are you with:

Using cut, copy, and paste

The keyboard shortcuts for cut, copy, and paste

Using the spell-checker

Working in more than one document at a time  
and moving between documents

Display more than one document on the screen

Editing toolbars, adding buttons to toolbars

Selecting printers

Scanning a document into your word processing application for editing

Saving

### ***E-Mail:***

Do you know:

Your e-mail address

The difference between inbox; sent items; folders, etc.

How to create and move folders

How to save (detach) messages to a specific folder

How to delete messages

How to retrieve a message from trash

How (and why) to clean trash folder

How to attach a document to a message

How to reply to sender only and/or all recipients

How to forward a message

How to send a message via internet address

How to manage internet addresses in my address book

No Knowledge

Familiar With

Skilled

1 2 3

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**Adobe Acrobat Reader/Writer:**

How comfortable are you with:

Viewing PDF files from Internet Browser

No Knowledge

Familiar With

Skilled

1

2

3

Viewing PDF files that are attachments  
to an e-mail

1

2

3

Saving a document in .pdf format

1

2

3

Selecting and copying text from a PDF document

1

2

3

Scanning a document and saving in .pdf format

1

2

3

I know what a "PDF" is

1

2

3

I know why we use .a PDF format

1

2

3

**Internet Browser:**

I can access the Intranet and I know how to  
use an Internet Browser like Internet Explorer  
from my office computer.

1

2

3

When using a Browser:

I can use the Forward and Backward Buttons

1

2

3

I can use keyboard shortcuts to move quickly  
to the top or bottom of the page

1

2

3

I can set up favorites/bookmarks

1

2

3

I can download files

1

2

3

I can print documents

1

2

3

Use hyperlinks

1

2

3

I know the URL/address

1

2

3

I know what the refresh button is for

1

2

3

I can use the home button and know where it takes you

1

2

3